

Jackson Street Neighborhood Association

Organizational Bylaws

Purpose:

The Jackson Street Neighborhood Association strives to support civic engagement to develop a healthy and safe environment. It aims to enhance beauty and historic value, forge partnerships, and build a spirit of pride in our neighborhood.

Neighborhood Boundaries:

The Jackson Street Neighborhood boundaries are:

- West Murdock Avenue on the north (south side only);
- Church Avenue on the south (north side only);
- All properties with street frontage along Jackson Street

Membership:

All residents, property owners, and businesses that reside within the above stated boundaries are eligible for membership in the Jackson Street Neighborhood Association. Membership is on a voluntary basis.

Meetings:

A semi-annual membership meeting will be held in April and September and will be noticed to all residing within the boundaries via email, flyer, and/or advertising with signage throughout the neighborhood. Additional meetings may be called for organizing purposes. General membership meetings will be organized by the steering committee.

A relaxed form of Roberts Rules of Order shall govern the proceedings of the Steering Committee and General Membership. However, any member of the Steering Committee or General Membership at a meeting may request that the most recent edition of Roberts Rules of Order be used during the disposal of a question or for the duration of that meeting. Such request shall be binding.

The Steering Committee shall at each Steering Committee and General Membership meeting elect a member of the Steering Committee to chair the meeting.

Decision-Making/Voting:

Jackson Street Neighborhood Association members are eligible to vote on all matters brought before the association. Decisions are to be made by consensus, whenever possible. The Steering Committee shall, by a show of hands or secret ballot, have the option of calling for a vote on any question at a membership or steering committee meeting. Decisions are made by those present at all, properly announced meetings of the Neighborhood Association or steering committee. Parties residing outside of the Neighborhood Association boundaries may take part in debates but are not allowed to vote.

Fundraising:

There are no fees or dues required for membership in the Jackson Street Neighborhood Association. Donations and grants are accepted and fundraising is encouraged and monitored by the steering committee. All monies raised will be used to pursue the purpose and goals of the Jackson Street Neighborhood Association. The steering committee will develop a policy to oversee funds raised prior to monies being collected or disbursed by the association.

Steering Committee:

The Jackson Street Neighborhood Association shall be led by a Steering Committee consisting of at least five (5) members but no more than eleven (11) members who volunteer on a two-year basis. Throughout the inaugural year ONLY (April 2016 – March 2017) members of the steering committee shall be the members of the organizing Core Team.

Thereafter, open positions on the Steering Committee shall be elected by the general membership at the annual April meeting to serve for two (2) consecutive years beginning on May 1st of the year elected.

Any resident, property owner or business representative who resides within the stated boundaries aged 18 years or older is eligible to be a member of the steering committee.

Terms of Office are staggered. The initial appointments for one (1) year terms and for two (2) year terms will be determined at the first Steering Committee meeting. Upon expiration of initial terms of office, all future elections will be for two (2) year terms.

All votes taken by the Steering Committee must follow the decision-making process outlined within this document. Steering committee meetings shall take place in February, March, July, August, and as deemed necessary.

Regular meetings & special meetings of the Steering Committee shall be held with notice at a time and place to be determined by the Steering Committee.

Prohibitions: The Steering Committee shall not endorse any candidate(s) for political office. No member may act as a spokesperson or represent the association without approval of the Board of Directors.

Any member of the Steering Committee may be relieved of their term of service by a majority vote of the other Steering Committee members for non-adherence to the duties described elsewhere in this document.

Duties of the Steering Committee:

- Understand and demonstrate a commitment to the Neighborhood Association's purpose.
- Lead the Neighborhood Association by focusing on membership, issues of concern and opportunities as guided by the purpose.
- Manage affairs of the Neighborhood Association and assure that members are informed of meetings.
- Plan for and facilitate meetings of the general membership and steering committee.
- Establish a plan for maintaining and encouraging involvement in the Neighborhood Association.
- Keep current with the issues and trends that affect the neighborhood.
- Attend meetings regularly/contribute knowledge and skills by participating actively in meetings, committee work, and projects.
- Avoid potential conflicts of interest.
- Ensure the Neighborhood Association is in compliance with all legal and regulatory requirements.

Committees:

Membership participation is best served by joining a Committee that has been assigned responsibilities and authorities by the steering committee.

- Membership on committees is open to all Neighborhood Association members as outlined within this document
- Committees shall be established by the steering committee as deemed necessary to pursue our stated Purpose. Committees may include, but are not limited to: Beautification, Social, Membership, Safety, and Communication, etc.
- Committees shall be responsible for the coordination of activities and programs, for research and review of issues and proposals, and for recommending actions to be taken by the steering committee in the area(s) of responsibility assigned to the committee.
- Committee structure is informal to encourage member participation. Committees shall choose their own officers, operating procedures, schedule regular meetings and report findings to the steering committee.

Dissolution:

The Neighborhood Association may dissolve itself by following the decision-making process outlined within this document.

Adoption/Amendment of Organizational Bylaws:

The organizational bylaws are to be approved at the first meeting of the general membership. Bylaws may be amended, repealed, or altered, in whole or in part at any regular or special meeting utilizing by obtaining a supermajority (3/4 of those in attendance) vote of those present at the most recent general membership meeting. Notice of the amended bylaws must be submitted to the City of Oshkosh, Department of Community Development, within thirty (30) days of a change.